

MFASIS ACCOUNTING SYSTEM

SYSTEM INTRODUCTION

MENU PROCESSING

Using MFASIS

Menus permit you to follow a logical path to master table inquiry screens or transaction input screens. Once there, users may scan, modify, add and delete entries from master tables and enter or correct transactions.

Signing On

To use MFASIS via the menu system a user must have signed on to the system. The MFASIS Startup Screen should now be displayed on your screen. This is the first in a series of menu screens designed to lead the new MFASIS user to the Main Menu, from which the user can utilize any of the system's applications. Other system access codes will take you directly to the different areas of the MFASIS system without the aid of the system's menus. However, these menu screens will enable you to learn how the MFASIS system is organized and what options you have at every point. Once you become familiar with MFASIS, it will be more efficient to use the other access codes.

MFASIS Startup Screen

ACTION: H SCREEN: AFS1 USERID: ACAM 06/04/98 12:56:39 PM													
MM	MM	FFFFFF	AAAAAA	SSSSSS	IIIIIIII	SSSSSS							
MMM	MMM	FF	AA	AA	SS	SS	II	SS	SS				
MMMM	MMMM	FF	AA	AA	SS		II	SS					
MM	MM	MM	FFFFF	AAAAAAA	SSSS		II	SSSS					
MM	M	MM	FF	AA	AA	SS	II		SS				
MM		MM	FF	AA	AA	SS	SS	II	SS	SS			
MM		MM	FF	AA	AA	SSSSSS	IIIIIIII	SSSSSS					
AAAAA	CCCCC	CCCCC	OOOOO	UU	UU	NN	NN	TTTTTTTT	IIIIII	NN	NN	GGGGG	
AA	AA	CCC	CCC	OO	OO	UU	UU	NNN	NN	TT	II	NNN	NN GG
AAAAAAA	CC	CC	OO	OO	UU	UU	NN	N	NN	TT	II	NN	N NN GG GGGG
AA	AA	CC	CC	OO	OO	UU	UU	NN	N NN	TT	II	NN	N NN GG GG
AA	AA	CCC	CCC	OO	OO	UU	UU	NN	NNN	TT	II	NN	NNN GG GG
AA	AA	CCCCC	CCCCC	OOOOO	UUUUU	NN	NN	TT	IIIIII	NN	NN	GGGGG	
A D V A N T A G E F I N A N C I A L R E L E A S E 2 . 0													
PLEASE ENTER YOUR USERID ABOVE TO BEGIN.													
TYPE AN X NEXT TO THE OPTION YOU WISH TO PERFORM:													
() MAIN - MAIN MENU													
() GMSS - GENERAL MESSAGES													
() AMSS - AGENCY MESSAGES													

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Commands for Leafing Through Menus

At the top of every menu screen there are three fields. The **ACTION** field is used for single character commands that communicate to the system which type of action the user wishes the system to perform. When a menu screen appears on the screen, the **ACTION** field will contain **H**. With **H** present, pressing the **<Enter>** key will provide the user with helpful information about the portion of the system the user is currently in. When choosing menu options **H** is left as it appears in the **ACTION** field. The **SCREEN** field contains the four character name of the current menu screen. For menu operations, no change is made in this field. The **USERID** field contains the information entered on the MFASIS Sign-on Screen.

There are two different MTI commands which you can use to move within menus. Each of these is described below.

Select In order to select the next menu screen, simply enter any alphanumeric character next to the menu choice you desire and press the **<Enter>** key.

Back The back command displays the menu screen previous to the current menu screen. This command is useful when the user desires to return to the parent menu screen after performing some action at a lower menu screen. To use this command, enter **B** in the **ACTION** field, and then press the **<Enter>** key. MTI will retrieve the previous screen and display it. You may now choose a menu item or follow the chain further back by using the back command again.

Discussion of MFASIS Menu Options

The MFASIS Startup Screen is the starting point of the MFASIS menu system. The menus are organized in a hierarchical structure which branches out from the Startup Screen to successively lower level menu screens.

When the MFASIS Startup Screen first appears, you have the option of going directly to the Main Menu or reading General Messages and your Agency Messages. You will be taken to your choice by simply typing an **X** next to the desired option and pressing the **<Enter>** key.

General Messages

If you choose the General Messages option, you will see the General Messages screen shown below. This screen will contain messages that pertain to MFASIS users such as scheduled down time, new procedures and other useful information. You should always read these messages to be aware of changes in the system. Note that the messages are displayed in ascending date sequence and are keyed by screen number. Thus, you may specify a specific date and review all messages for that day, or you may retrieve a specific message by its number. The back command will return the user to the MFASIS Startup Screen.

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General Messages Screen

ACTION: R SCREEN: GMSS USERID: ACAM		08/04/98 01:18:27 PM
A D V A N T A G E F I N A N C I A L R E L E A S E 2 . 0		
GENERAL MESSAGES (ACTION = B TO RETURN)		
DATE: 98 / 07 / 14		SCREEN NO: 02
<hr/>		
WHEN PAYING A NEW YEAR PV FOR A CHARGE WHICH ORIGINATED IN THE OLD YEAR, PUT THE "A" IN THE ACCRUAL IND FIELD, NOT IN THE FA IND FIELD. THIS CHANGE IS NECESSARY BECAUSE OF THE NEW FIXED ASSET SYSTEM WHICH USES THE FA IND FIELD FOR A DIFFERENT PURPOSE.		
<hr/>		

Agency Messages

The third option pertains to Agency specific messages. You may choose this option by typing an **X** next to Agency Messages and pressing the **<Enter>** key. The Agency Messages Screen will then be displayed. Note that the messages are displayed in ascending date sequence and are keyed by screen number. Thus, you may specify a specific date and review all messages for that day, or you may retrieve a specific message by its number.

Agency messages should be reviewed daily for any information that may affect your use of the system.

Agency Messages Screen

ACTION: S SCREEN: AMSS USERID: ACAM		08/04/98 01:26:05 PM
A D V A N T A G E F I N A N C I A L R E L E A S E 2 . 0		
AGENCY MESSAGES (ACTION = B TO RETURN)		
DATE: 98 / 07 / 12		AGENCY: 18F
		SCREEN NO: 01
<hr/>		
WHEN REVIEWING A NEW YEAR PV FOR A CHARGE WHICH ORIGINATED IN THE OLD YEAR, BE SURE THE "A" IS IN THE ACCRUAL IND FIELD, NOT IN THE FA IND FIELD. THIS IS NECESSARY BECAUSE OF THE NEW FIXED ASSET SYSTEM WHICH USES THE FA IND FIELD FOR A DIFFERENT PURPOSE.		
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Main Menu

The first option on the Startup Screen is Main Menu. When you type an **X** next to this option and press **<Enter>**, you will see the Main Menu Screen as shown below. At this point you have five options:

1. Transaction Types
2. Online Inquiry Categories
3. Reference Data Maintenance / Inquiry
4. Online Print Requests
5. User Assistance (Help)

Each of these options is explained separately in the following sections.

Main Menu Screen

ACTION: L	SCREEN: MAIN	USERID: ACAM	08/04/98 01:56:20 PM

MAIN MENU			

SELECT DESIRED SCREEN BY ENTERING ANY NON-BLANK CHARACTER			
()	TRANSACTION TYPES	
()	ONLINE INQUIRY CATEGORIES	
()	REF DATA MAINTENANCE/INQUIRY	
()	ONLINE PRINT REQUESTS	
()	HELP - USER ASSISTANCE	
()		
()		
()		
()		
()		
USE LEAF (L) ACTION WITH MENU CHOICES			

Transaction Types

You should choose the Transaction Types option when you wish to enter a transaction (e.g., payment voucher, cash receipt). If you choose this option, the Transaction Types Screen, shown below, will be displayed. This screen gives you the choice of several categories of transaction documents available in MFASIS. Each category when chosen will lead to another menu screen for that category from which the user can choose the particular transaction type that is desired. For example if you were to choose Purchasing Transactions from the Transaction Types menu the Purchasing Transactions menu screen, shown below after the Transaction Types menu, would be displayed.

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Transaction Types Screen

ACTION: L SCREEN: DOCU USERID: ACAM		08/04/98 02:01:06 PM

TRANSACTION TYPES		

SELECT DESIRED SCREEN BY ENTERING ANY NON-BLANK CHARACTER		
() GENERAL ACCTG TRANSACTIONS	() PERFORMANCE MEASUREMENT	
() BUDGETING TRANSACTIONS	() GRANTS MANAGEMENT	
() PURCHASING TRANSACTIONS	() JOB COSTING	
() EXPENDITURE TRANSACTIONS	() FIXED ASSETS	
() REVENUE TRANSACTIONS	() INVESTMENT MANAGEMENT	
() FLEXIBLE PLANNING TRANSACTIONS	() INVENTORY	
() EXTENDED PURCHASING	() WORK ORDER TRANSACTIONS	
() BUDGET PREP TRANSACTIONS	() PROJ MANAGEMENT TRANSACTIONS	
() FLEET MGMT INQ/TRANS	() ADVANCED RECEIVABLES	
() FEDERAL AID MANAGEMENT	()	
USE LEAF (L) ACTION WITH MENU CHOICES		

Purchasing Transactions Screen

ACTION: L SCREEN: PUTR USERID: ACAM		08/04/98 02:03:17 PM

PURCHASING TRANSACTIONS		

SELECT DESIRED SCREEN BY ENTERING ANY NON-BLANK CHARACTER		
() REQUISITION		
() PURCHASE ORDER		
()		
()		
()		
()		
()		
()		
()		
()		
USE LEAF (L) ACTION WITH MENU CHOICES		

After choosing from a transaction list you will be taken directly into the transaction input form.

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Online Inquiries

You should choose the Online Inquiry Categories option from the Main Menu Screen when you want to view the system-maintained application tables. System-maintained tables are master tables that are updated by MFASIS transactions and are only for user inquiry. If you choose this option, the Online Inquiry Categories Screen, shown below, will be displayed. By choosing one of the inquiry categories, you will be taken either to another menu screen or to a final menu screen which details the specific inquiries available under the chosen category. Ultimately you will be taken to a final menu screen where you can choose the desired inquiry and the system will display the specific application table selected.

Online Inquiry Categories Screen

ACTION: L SCREEN: INQY USERID: ACAM		08/04/98 02:28:18 PM	

ONLINE INQUIRY CATEGORIES			

SELECT DESIRED SCREEN BY ENTERING ANY NON-BLANK CHARACTER			
() ONLINE INQUIRIES SCREEN - 2	() GENERAL ACCOUNTING INQUIRIES		
() FEDERAL AID INQUIRIES	() BUDGET VS. ACTUAL INQUIRIES		
() PERF MEASUREMENT INQUIRIES	() BUDGET PREPARATION INQUIRIES		
() JOB COST ACCOUNTING INQUIRIES	() OPEN ITEMS ACCOUNTING INQ		
() FIXED ASSETS INQUIRIES	() COST ALLOCATION		
() INVESTMENTS	() EXTENDED PURCHASING		
() INVENTORY	() REPORT CONTROL SYSTEM		
() ADVANCED BUDGET PREPARATION	() VENDOR HIST/DOCUMENT TRACKING		
() WORK ORDER INQUIRIES	() ADVANCED RECEIVABLES INQUIRIES		
() FINANCIAL INFORMATION SYSTEM	() PROJECT INQUIRIES		
USE LEAF (L) ACTION WITH MENU CHOICES			

Reference Data

You should choose the Reference Data Maintenance / Inquiry option from the Main Menu Screen when you want to view or update user-maintained master reference tables. These are the tables that MFASIS uses to validate and infer system options and control parameters. As such, they must be kept up to date with regular maintenance.

Choosing this option will lead to the Reference Data Maintenance / Inquiry Screen shown below. Like the Online Inquiry Categories Screen, the Reference Data Maintenance Inquiry Screen displays categories of reference tables. Each of these categories has an associated menu screen which lists all the reference tables in that chosen category. When you select a specific category, the system will display the chosen menu. Ultimately you will be taken to a final menu screen where you can choose the desired reference table and the system will display the specific application table selected. You may then perform any master table maintenance actions as needed.

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Reference Data Maintenance / Inquiry Screen

ACTION: L SCREEN: REFE USERID: ACAM	08/04/98 02:32:37 PM

REF DATA MAINTENANCE/INQUIRY	

SELECT DESIRED SCREEN BY ENTERING ANY NON-BLANK CHARACTER	
 () CHART OF ACCTS REF DATA MAINT () GRANT/PROJECT TABLES () VEND AND COMMODITY INFORMATION () ORGN STRUCTURE REF DATA MAINT () REPORTER TABLES	
 () CONTROL REF DATA MAINTENANCE () CORE TABLES () WORK ORDER REFERENCE DATA () FLEET MANAGEMENT REF DATA ()	
 USE LEAF (L) ACTION WITH MENU CHOICES	

Online Print

This option is currently not used in the State of Maine.

User Assistance (HELP)

You should choose this option from the Main Menu when you need information about the use of specific screens in MFASIS. The Help Facility is designed to give you an introduction to MFASIS and basic instruction before you actually choose any other options on the Main Menu. It is recommended that you scan through the Help Facility before using the system.

The Help Facility may also be accessed by typing **H** in the **ACTION** field on any master table screen or transaction input form. The system will then access the Help Facility and display information about the current screen. An example of an MFASIS Help Screen is shown below.

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Help Screen

ACTION: R SCREEN: HELP USERID: ACAM		08/04/98 02:43:27 PM
FOR THE INDEX OF THIS CATEGORY :		FOR THE GENERAL INDEX :
HELP		
CATEGORY: SCREENS	TOPIC: PV	
00000005	Payment Voucher (PV)	
00000010		
00000015	The Payment Voucher (PV) authorizes the spending of money. You	
00000020	can use it to pay an outside vendor or to transfer money within	
00000025	your entity.	
00000030		
00000035	Date of Record: Default is the date the document is accepted.	
00000040	Enter the date (mm dd yy) that you want to associate with these	
00000045	documents, usually the current date. You cannot enter a future	
00000050	date.	
00000055		
00000060	Accounting Period: Default is inferred from Date of Record. If	
00000065	you want these transactions recorded in another accounting	
00000070	period, enter the desired open period, using fiscal month and	
00000075	fiscal year. You cannot enter future periods.	

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Sample MFASIS Session

The following example illustrates the ease with which menu processing allows the new user to work with MFASIS. In the example we will use the menu system to perform an inquiry on Open Purchase Order Line (OPOL) and then enter a Purchase Order (PO) transaction to modify that entry. Through the example, you will become familiar with the concepts of using menu screens to make a table inquiry, following the chain of menus backwards, using menu screens to enter a document, and accessing the help facility from a master table.

Our example is comprised of the following steps as listed below. They will take the user from the Main Menu to Open Purchase Order Line and back to the Main Menu, accessing the help facility along the way. After returning to the Main Menu the example will proceed to the Purchase Order transaction input form and finally back to the Main Menu.

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Step 1

At the MFASIS Sign-on Screen select option **I** (MTI), input your User ID and password.
Press <**Enter**>.

MFASIS Sign-on Screen

MM	MM	FFFFFF	AAAAAA	SSSSSS	IIIIIIII	SSSSSS
MMM	MMM	FF	AA AA	SS S	II	SS S
M MM MM M	FFFFFF	AAAAAAA	SS	II	SS	
M MMM M	FF	AA AA	SSS	II	SSS	
M M M	FF	AA AA	S SS	II	S SS	
M	M	FF	AA AA	SSSSSS	IIIIIIII	SSSSSS
AAAAA	CCCCC	CCCCC	OOOOO UU	UU NN	NN TTTTTTTT	IIIIII NN NN GGGGG
AA AA CCC	CCC	OO OO UU	UU NNN	NN TT	II	NNN NN GG
AAAAAAA CC	CC	OO OO UU	UU NN N NN	TT	II	NN N NN GG GGGG
AA AA CC	CC	OO OO UU	UU NN N NN	TT	II	NN N NN GG GG
AA AA CCC	CCC	OO OO UU	UU NN NNN	TT	II	NN NNN GG GG
AA AA CCCCC	CCCCC	OOOOO UUUUU	NN NN	TT	IIIIII	NN NN GGGGG
A D V A N T A G E F I N A N C I A L R E L E A S E 2 . 0						
1. MTI						
2. DDM X. EXIT						
COMMAND: 1						
USERID: ACAMSACT PASSWORD:						
NEW PASSWORD: VERIFICATION:						

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Step 2

At the MFASIS Startup Screen select the Main Menu. Press <Enter>.

MFASIS Startup Screen

ACTION: H SCREEN: AFS1 USERID: ACAM 06/04/98 12:56:39 PM												
MM MM FFFFFFFF AAAAAA SSSSSS IIIIIIII SSSSSS												
MMM MMM FF AA AA SS SS II SS SS												
MMMM MMMM FF AA AA SS II SS												
MM MM MM FFFFF AAAAAAA SSSS II SSSS												
MM M MM FF AA AA SS SS II SS												
MM MM FF AA AA SS SS II SS SS												
MM MM FF AA AA SSSSSS IIIIIIII SSSSSS												
AAAAA CCCCC CCCCC OOOOO UU UU NN NN TTTTTTTT IIIIII NN NN GGGGG												
AA AA CCC CCC OO OO UU UU NNN NN TT II NNN NN GG												
AAAAAA CC CC OO OO UU UU NN N NN TT II NN N NN GG GGGG												
AA AA CC CC OO OO UU UU NN NNN TT II NN N NN GG GG												
AA AA CCC CCC OO OO UU UU NN NNN TT II NN NNN GG GG												
AA AA CCCCC CCCCC OOOOO UUUUU NN NN TT IIIIII NN NN GGGGG												
A D V A N T A G E F I N A N C I A L R E L E A S E 2 . 0												
PLEASE ENTER YOUR USERID ABOVE TO BEGIN.												
TYPE AN X NEXT TO THE OPTION YOU WISH TO PERFORM:												
(X) MAIN - MAIN MENU												
() GMSS - GENERAL MESSAGES												
() AMSS - AGENCY MESSAGES												

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Step 3

On the Main Menu Screen select Online Inquiry Categories and press <Enter>.

Main Menu Screen

ACTION: L SCREEN: MAIN USERID: ACAM		08/04/98 01:56:20 PM

MAIN MENU		

SELECT DESIRED SCREEN BY ENTERING ANY NON-BLANK CHARACTER		
()	TRANSACTION TYPES	
(x)	ONLINE INQUIRY CATEGORIES	
()	REF DATA MAINTENANCE/INQUIRY	
()	ONLINE PRINT REQUESTS	
()	HELP - USER ASSISTANCE	
()		
()		
()		
()		
USE LEAF (L) ACTION WITH MENU CHOICES		

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Step 4

Next select the category Open Items Accounting Inquiries. Press <Enter>.

Online Inquiry Categories Screen

ACTION: L SCREEN: INQY USERID: ACAM		08/04/98 03:09:00 PM	

ONLINE INQUIRY CATEGORIES			

SELECT DESIRED SCREEN BY ENTERING ANY NON-BLANK CHARACTER			
() ONLINE INQUIRIES SCREEN - 2	() GENERAL ACCOUNTING INQUIRIES		
() FEDERAL AID INQUIRIES	() BUDGET VS. ACTUAL INQUIRIES		
() PERF MEASUREMENT INQUIRIES	() BUDGET PREPARATION INQUIRIES		
() JOB COST ACCOUNTING INQUIRIES	(x) OPEN ITEMS ACCOUNTING INQ		
() FIXED ASSETS INQUIRIES	() COST ALLOCATION		
() INVESTMENTS	() EXTENDED PURCHASING		
() INVENTORY	() REPORT CONTROL SYSTEM		
() ADVANCED BUDGET PREPARATION	() VENDOR HIST/DOCUMENT TRACKING		
() WORK ORDER INQUIRIES	() ADVANCED RECEIVABLES INQUIRIES		
() FINANCIAL INFORMATION SYSTEM	() PROJECT INQUIRIES		
USE LEAF (L) ACTION WITH MENU CHOICES			

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Step 5

From the list of Open Items Accounting Inquiries select OPOL - Open PO Line Inquiry and press <Enter>.

Open Items Accounting Inquiries Screen

ACTION: L SCREEN: OPEN USERID: ACAM		08/04/98 03:01:37 PM	

OPEN ITEMS ACCOUNTING INQ			

SELECT DESIRED SCREEN BY ENTERING ANY NON-BLANK CHARACTER			
() OPEN ITEMS ACCOUNT INQ 2	() OPRQ - OPEN REQUISITION INQ		
() OPOH - OPEN PO HEADER INQ	(x) OPOL - OPEN PO LINE INQ		
() OPOD - OPEN PO BY DOC ID INQ	() PRPO - PRINTED PURCHASE ORDER		
() OPVH - OPEN PV HEADER INQUIRY	() OPVV - OPEN PV BY VENDOR NAME		
() POTX - PURCHASE ORDER TEXT	() OPVD - OPEN PV BY DOC ID INQ		
() OINH - OPEN INVOICE HEADER INQ	() OPVL - OPEN PV LINE INQUIRY		
() PAYD - PAYMENT DETAIL INQUIRY	() OINL - OPEN INVOICE LINE INQ		
() WREC - WARRANT RECONCILIATION	() PRIN - PRINTED INVOICE TABLE		
() WSUM - WARRANT SUMMARY INQUIRY	() OINW - OPEN INVOICE WRITE OFF		
() INTX - INVOICE TEXT TABLE	() OINP - OPEN INVOICE/PROVIDER		
USE LEAF (L) ACTION WITH MENU CHOICES			

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Step 6

The first entry in Open Purchase Order Line (OPOL) is displayed. To obtain help, type **H** in the **ACTION** field and press **<Enter>**.

Open Purchase Order Line Table

ACTION: H		SCREEN: OPOL		USERID: ACAM		08/04/98		03:16:01 PM	
O P E N		P U R C H A S E		O R D E R		L I N E		I N Q U I R Y	
VENDOR=		EHANNA0239		PO NUMBER=		10A N9980604016		LINE NO= 01	
FUND: 013				AGENCY: 10A				ORG/SUB-ORG: 2556	
APPR UNIT: 032				ACTIVITY:				FUNCTION:	
OBJ/SUB-OBJ: 4936				REPT CAT:				JOB NUMBER:	
PROJECT:									
LINE AMT:		2,880.00		INTERNAL REF FUND/AGCY:				/	
CLOSED AMT:		0.00		LAST REF TRANS NO:					
EXPENDED AMT:		0.00		LAST REF TRANS DATE:					
OUTSTANDING AMT:		2,880.00		TEXT IND:					
DESCRIPTION:									

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Step 7

The following is the first in a series of Help Screens for the OPOL screen. Continue to press <Enter> to view the remainder of the series. When done, type **B** (back) in the **ACTION** field and press <Enter>.

HELP Screen for OPOL

ACTION: B SCREEN: HELP USERID: ACAM		08/04/98 03:29:46 PM
FOR THE INDEX OF THIS CATEGORY :		FOR THE GENERAL INDEX :
HELP		
CATEGORY: SCREENS	TOPIC: OPOL	
00000005	Open Purchase Order Line Inquiry (OPOL)	
00000010		
00000015	Open Purchase Order Line Inquiry (OPOL) contains details about	
00000020	purchase order lines. Most of the information comes from the line	
00000025	level of the purchase order document. In addition, the amount	
00000030	closed and the amount remaining outstanding are included for each	
00000035	line.	
00000040	This window is organized by vendor code, so that all purchase	
00000045	orders for a particular vendor is accessed sequentially from the	
00000050	table. Entries are added when new purchase order lines are	
00000055	accepted by the financial system, and entries are changed when	
00000060	modifications are accepted on purchase order lines. Several	
00000065	fields are updated when payment vouchers or manual warrants that	
00000070	reference the purchase order line are accepted. Lines are closed	
00000075	when the total of all referencing payment vouchers and manual	

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Step 8

Type **S** (scan) in the **ACTION** field and input the key fields for the desired table entry.
Press **<Enter>** to view the chosen entry.

Open Purchase Order Line Table

ACTION: S SCREEN: OPOL USERID: ACAM			08/04/98 03:34:03 PM		
O P E N P U R C H A S E O R D E R L I N E I N Q U I R Y					
VENDOR= E010021545		PO NUMBER= 10A NG1097083		LINE NO= 01	
FUND: 010		AGENCY: 10A		ORG/SUB-ORG: 4482	
APPR UNIT: 012		ACTIVITY:		FUNCTION:	
OBJ/SUB-OBJ: 6401		REPT CAT:		JOB NUMBER:	
PROJECT:					
LINE AMT: 11,420.00		INTERNAL REF FUND/AGCY: /			
CLOSED AMT: 4,135.00		LAST REF TRANS NO: PV10A81LL430			
EXPENDED AMT: 4,135.00		LAST REF TRANS DATE: 08 03 98			
OUTSTANDING AMT: 7,285.00		TEXT IND:			
DESCRIPTION:					

Step 9

Type **B** (back) in the **ACTION** field and press **<Enter>** to return to the Open Items Accounting Inquiries Menu. Continue to type **B** in the **ACTION** field and press **<Enter>** until you return to the Main Menu.

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Step 10

On the Main Menu select Transaction Types and press <Enter>.

Main Menu Screen

ACTION: L SCREEN: MAIN USERID: ACAM		08/04/98 01:56:20 PM

MAIN MENU		

SELECT DESIRED SCREEN BY ENTERING ANY NON-BLANK CHARACTER		
(X)	TRANSACTION TYPES	
()	ONLINE INQUIRY CATEGORIES	
()	REF DATA MAINTENANCE/INQUIRY	
()	ONLINE PRINT REQUESTS	
()	HELP - USER ASSISTANCE	
()		
()		
()		
()		
USE LEAF (L) ACTION WITH MENU CHOICES		

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Step 11

Select the category for Purchasing Transactions and press <Enter>.

Transaction Types Screen

ACTION: L SCREEN: DOCU USERID: ACAM		08/04/98 07:46:16 PM	

TRANSACTION TYPES			

SELECT DESIRED SCREEN BY ENTERING ANY NON-BLANK CHARACTER			
() GENERAL ACCTG TRANSACTIONS	() PERFORMANCE MEASUREMENT		
() BUDGETING TRANSACTIONS	() GRANTS MANAGEMENT		
(x) PURCHASING TRANSACTIONS	() JOB COSTING		
() EXPENDITURE TRANSACTIONS	() FIXED ASSETS		
() REVENUE TRANSACTIONS	() INVESTMENT MANAGEMENT		
() FLEXIBLE PLANNING TRANSACTIONS	() INVENTORY		
() EXTENDED PURCHASING	() WORK ORDER TRANSACTIONS		
() BUDGET PREP TRANSACTIONS	() PROJ MANAGEMENT TRANSACTIONS		
() FLEET MGMT INQ/TRANS	() ADVANCED RECEIVABLES		
() FEDERAL AID MANAGEMENT	()		
USE LEAF (L) ACTION WITH MENU CHOICES			

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Step 12

Select the Purchase Order transaction and press <Enter>.

Purchasing Transactions Screen

ACTION: L SCREEN: PUTR USERID: ACAM		08/04/98 07:48:12 PM

PURCHASING TRANSACTIONS		

SELECT DESIRED SCREEN BY ENTERING ANY NON-BLANK CHARACTER		
()	REQUISITION	
(X)	PURCHASE ORDER	
()		
()		
()		
()		
()		
()		
()		
USE LEAF (L) ACTION WITH MENU CHOICES		

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Step 13

You are presented with a blank Purchase Order Input Form. Notice the value **NEW** in the **FUNCTION** field and the value **PO** in the transaction code portion of the **DOCID** field. Also notice the message at the bottom of the screen directing you to enter the document identifier and then to press the enter key. At this point you will enter the appropriate document identification information at the top of the screen and press **<Enter>**.

Purchase Order Input Form

FUNCTION: NEW		DOCID: PO		08/04/98 07:50:32 PM	
STATUS:		BATID:		ORG: 000-000 OF 000	
H-		PURCHASE ORDER INPUT FORM			
PO DATE:		ACCTG PRD:		BUDGET FY:	
ACTION:		ORDER TYPE:		COMMENTS:	
VENDOR:		NAME:			
INT IND:		SELLER FUND:		SELLER AGENCY:	
CALCULATED DOC TOTAL:		DOC TOTAL:			
LN	REF RQ	JOB			
NO	NUMBER	FUND	AGCY	ORG/SUB	APPR UNIT ACTV FUNC OBJ/SUB NUMBER

TEXT RPT CAT		UNITS	DESCRIPTION		AMOUNT I/D

01-					
02-					
03-					
A--*HD37-TYPE BATID/DOCID & PRESS ENTER					

MFASIS ACCOUNTING SYSTEM

SYSTEM INTRODUCTION

Step 14

Enter the specific PO transaction information. Type **S** in the **FUNCTION** field to schedule the transaction for offline processing. Press <**Enter**>. You should refer to the Transaction Processing section of this manual for a discussion of the possible actions.

Purchase Order Input Form

FUNCTION: S		DOCID: PO 02A SAMPLE-0001		08/04/98 07:50:32 PM	
STATUS:		BATID:		ORG: 000-000 OF 000	
H-		PURCHASE ORDER INPUT FORM			
PO DATE:		ACCTG PRD:		BUDGET FY:	
ACTION: E		ORDER TYPE:		COMMENTS:	
VENDOR: S007441396		NAME: DAVID H BLAKE			
INT IND:		SELLER FUND:		SELLER AGENCY:	
CALCULATED DOC TOTAL:		DOC TOTAL:		2,059.00	
LN	REF RQ	JOB			
NO	NUMBER	FUND	AGCY	ORG/SUB	APPR UNIT ACTV FUNC OBJ/SUB NUMBER

TEXT RPT CAT		UNITS	DESCRIPTION		AMOUNT I/D

01-	01	02A	PR000170655	014 02A 4320 012	4929
					2,059.00
02-					
03-					

MFASIS ACCOUNTING SYSTEM

SYSTEM INTRODUCTION

Step 15

Two messages are now displayed at the bottom of the screen. The message on the left confirms that the data entered onto the form has been saved. The message on the right confirms that the document has been scheduled for offline processing.

Type **E** in the **FUNCTION** field and press **<Enter>** to return to the Purchasing Transactions Menu.

Purchase Order Input Form

FUNCTION: E		DOCID: PO 02A SAMPLE-0001		08/04/98 08:07:42 PM	
STATUS: SCHED		BATID:		ORG: 001-001 OF 001	
H-		PURCHASE ORDER INPUT FORM			
PO DATE:		ACCTG PRD:		BUDGET FY:	
ACTION:		ORDER TYPE:		COMMENTS:	
VENDOR: S007441396		NAME: DAVID H BLAKE			
INT IND:		SELLER FUND:		SELLER AGENCY:	
CALCULATED DOC TOTAL:		DOC TOTAL:		2,059.00	
LN	REF RQ	JOB			
NO	NUMBER	FUND	AGCY	ORG/SUB	APPR UNIT ACTV FUNC OBJ/SUB NUMBER

TEXT RPT CAT		UNITS	DESCRIPTION		AMOUNT I/D

01-	01	02A	PR000170655	014 02A 4320 012	4929
					2,059.00
02-					
03-					
A--*HS25-BATCH/DOCUMENT SAVED			A--*HS36-DOCUMENT SCHEDULED FOR OFFLINE		

MFASIS ACCOUNTING SYSTEM

SYSTEM INTRODUCTION

Step 16

Type **B** in the **ACTION** field and press <Enter> to return to the Transaction Types Menu. Continue to type **B** in the **ACTION** field and press <Enter> until you return to the MFASIS Startup Screen.

Purchasing Transactions Screen

ACTION: B	SCREEN: PUTR	USERID: ACAM	08/04/98	07:48:12 PM

PURCHASING TRANSACTIONS				

SELECT DESIRED SCREEN BY ENTERING ANY NON-BLANK CHARACTER				
() REQUISITION				
() PURCHASE ORDER				
()				
()				
()				
()				
()				
()				
()				
USE LEAF (L) ACTION WITH MENU CHOICES				

MFASIS ACCOUNTING SYSTEM

SYSTEM INTRODUCTION

Step 17

Upon returning to the MFASIS Startup Screen, type an *E* (end) in the **ACTION** field and press *<Enter>* to return to the MFASIS Sign-on Screen.

MFASIS Startup Screen

ACTION: E SCREEN: AFS1 USERID: ACAM 06/04/98 12:56:39 PM																	
MM	MM	FFFFFF	AAAAAA	SSSSSS	IIIIIIII	SSSSSS											
MMM	MMM	FF	AA	AA	SS	SS	II	SS	SS								
MMMM	MMMM	FF	AA	AA	SS		II	SS									
MM	MM	MM	FFFFF	AAAAAAA	SSSS		II	SSSS									
MM	M	MM	FF	AA	AA	SS	II		SS								
MM		MM	FF	AA	AA	SS	SS	II	SS	SS							
MM		MM	FF	AA	AA	SSSSSS	IIIIIIII	SSSSSS									
AAAAA	CCCCC	CCCCC	OOOOO	UU	UU	NN	NN	TTTTTTTT	IIIIII	NN	NN	GGGGG					
AA	AA	CCC	CCC	OO	OO	UU	UU	NNN	NN	TT	II	NNN	NN	GG			
AAAAAAA	CC	CC	OO	OO	UU	UU	NN	N	NN	TT	II	NN	N	NN	GG	GGGG	
AA	AA	CC	CC	OO	OO	UU	UU	NN	N	NN	TT	II	NN	N	NN	GG	GG
AA	AA	CCC	CCC	OO	OO	UU	UU	NN	NNN	TT	II	NN	NNN	GG	GG		
AA	AA	CCCCC	CCCCC	OOOOO	UUUUU	NN	NN	TT	IIIIII	NN	NN	GGGGG					
ADVANTAGE FINANCIAL RELEASE 2.0																	
PLEASE ENTER YOUR USERID ABOVE TO BEGIN.																	
TYPE AN X NEXT TO THE OPTION YOU WISH TO PERFORM:																	
() MAIN - MAIN MENU																	
() GMSS - GENERAL MESSAGES																	
() AMSS - AGENCY MESSAGES																	

MFASIS ACCOUNTING SYSTEM

SYSTEM INTRODUCTION

Step 18

Upon returning to the MFASIS Sign-on Screen, type an **X** (exit) in the **COMMAND** field and press <**Enter**> to bring the session to an end.

MFASIS Sign-on Screen

MM	MM	FFFFFFF	AAAAAA	SSSSSS	IIIIIIII	SSSSSS
MMM	MMM	FF	AA AA	SS S	II	SS S
M MM MM M		FFFFF	AAAAAAA	SS	II	SS
M MMM M		FF	AA AA	SSS	II	SSS
M M M		FF	AA AA	S SS	II	S SS
M	M	FF	AA AA	SSSSS	IIIIIIII	SSSSSS
AAAAA	CCCCC	CCCCC	OOOOO	UU	UU NN	NN TTTTTTTT II IIII NN NN GGGGG
AA AA CCC	CCC	OO	OO UU	UU NNN	NN	TT II NNN NN GG
AAAAAAA CC	CC	OO	OO UU	UU NN N	NN	TT II NN N NN GG GGGG
AA AA CC	CC	OO	OO UU	UU NN N NN	NN	TT II NN N NN GG GG
AA AA CCC	CCC	OO	OO UU	UU NN NNN	NN	TT II NN NNN GG GG
AA AA CCCCC	CCCCC	OOOOO	UUUUU	NN	NN	TT II IIII NN NN GGGGG
A D V A N T A G E F I N A N C I A L R E L E A S E 2 . 0						
1. MTI						
2. DDM X. EXIT						
COMMAND: X						
USERID: ACAMSACT PASSWORD:						
NEW PASSWORD: VERIFICATION:						